

**Massachusetts Board of Registration in Embalming and Funeral Directing  
Public Session Minutes  
Meeting of 10/11/16**

Held at  
1000 Washington Street, Boston, MA, 02118  
At 10:00 a.m.  
Room 1D

**Board Members Present:**

Patrick Driscoll  
Carolyn Lindsay  
Thomas O'Donnell  
Paul Phaneuf  
Peter Stefan

**Staff Members Present:**

Michael Hawley, Executive Director  
Shara Benedetti, Associate Executive Director  
Charles Kilb, Board Counsel  
Robert Williams, Investigator

**Others Present:**

Jeffrey J. Vallee	Darlene Willey Sliwa
Sandra N. Ward	Jasmine Tanguay
Brian Campbell	Glenn F. Campbell
Paul Hardy	Wendy Story
Barbara Kazmierczak	Derek Laganelli
Paul Fox	Margaret Nolan
Courtney Fitzgerald	John Mack
John L. Murray	Kevin P. Slozak
Laura Hewey	Kevin Mack
Rick Mansfield	Zachary Zimmerman
William Bergstrom	Francis J. O'Connor, Jr.
Gregory Belcher	Darlene Glidden
Dorothy Derick	Nicholas DiMartino
Michael Gardner	Chet Brown

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**Call to Order**

Mr. O'Donnell called the meeting to order at 10:02 a.m. Board staff reviewed building evacuation procedures and noted the location of restrooms.

**Investigative Session Case, Investigative Conferences, Settlement Offers: Closed session pursuant to M.G.L. c. 112, § 65C**

At 10:32 a.m., Mr. Phaneuf moved to suspend the open meeting and enter into investigative conference closed session pursuant to M.G.L. c. 112, § 65C, seconded by Ms. Lindsay. **The motion passed unanimously.**

Upon returning to open session, the Board reported the following:

FE-2016-552: Closed.

At 11:13 a.m. Ms. Lindsay moved, seconded by Mr. Phaneuf to exit the investigative session and re-enter the public session. **Motion passed unanimously.**

#### **Board Discussion and Vote on Proposed Changes to 239 CMR 2.00-5.00**

Mr. Driscoll moved, seconded by Mr. Phaneuf, to accept the proposed changes to 230 CMR 2.00-5.00. All in favor. **Motion passed unanimously.**

#### **Review of Minutes**

The Board reviewed the minutes of the meeting held on September 20<sup>th</sup>, 2016.

Ms. Lindsay moved, seconded by Mr. Stefan, to accept the minutes of the meeting held on September 20<sup>th</sup>, 2016.

**Motion passed unanimously.**

#### **Schedule Next Board Meeting**

After discussion, the Board decided to hold one meeting during the month of November. The Board scheduled the next board meeting for November 15<sup>th</sup>, 2016. The meeting previously scheduled for November 1, 2016 is cancelled.

#### **Report from Executive Director Michael Hawley**

Mr. Hawley reported to the Board that the new E-Licensing is now in production and appears to be functioning well. Mr. Hawley indicated there are minor issues with the system that have been identified and are currently being corrected.

### Report from Legal Counsel, Charles Kilb

Mr. Kilb had nothing to report.

### Report from Christopher Carroll, Chief Investigator

Mr. Carroll had nothing to report. No formal action taken.

At 12:23, the Board adjourned for lunch. Mr. O'Donnell announced that the Board would return at 1:15 p.m.

### Lunch Break

At 1:12 p.m. the public session resumed.

### Application Review:

#### Type-6- Review and vote on applications

The Board met with the following Type-6 applicants:

- Kallandra Kapala

Ms. Lindsay moved to accept the above applicant, seconded by Mr. Phaneuf. All in favor. **Motion passed unanimously.**

#### Apprentices – Review and vote on applications

The Board met with the following Funeral Apprentice applicants:

- Chet Brown
- Darlene Glidden
- Laura Hewey
- Zachary Zimmerman

Ms. Lindsay moved to accept the above applicants, seconded by Mr. Phaneuf. All in favor. **Motion passed unanimously.**

#### Funeral Assistants, First Time - Review and vote on applications

The Board met with the following Funeral Assistant applicants:

- Nicholas DiMartino

- Paul Fox
- Derek Laganelli
- Jefferey Vallee

Ms. Lindsay moved to accept the above applicants, seconded by Mr. Phaneuf. All in favor. **Motion passed unanimously.**

**Funeral Assistants (Transition from Apprentice)- Review and vote on applications**

- William Bergstrom
- Kevin Slozak

Ms. Lindsay moved to accept the above applicants, seconded by Mr. Phaneuf. All in favor. **Motion passed unanimously.**

**Apprenticeship Extension Request**

- Brian Campbell

Mr. Campbell, of Campbell Funeral Service, Inc., appeared before the Board to request an extension of his apprenticeship. Mr. Campbell provided the Board with documentation that he is currently enrolled in FINE Mortuary School. Ms. Lindsay moved, seconded by Mr. Phaneuf, to grant Mr. Campbell a one year extension of his apprenticeship.

**Establishment Certificate Applications:**

- Lamoureux-Fletcher Funeral Home

The Board met with Kevin and John Mack in regards to the above establishment certificate application. Ms. Lindsay moved, seconded by Mr. Phaneuf to grant establishment certificate contingent upon receipt of the establishment's certificate of liability insurance. All in favor. **Motion passed unanimously.**

**Wall Certificates:**

- Sawyer-Miller-Masciarelli Funeral Homes, Inc.
- Smith-Mallahy-Masciarelli Funeral Home, Inc.

All wall certificates were signed.

**Open session for topics not reasonably anticipated 48 hours in advance of meeting:**

The Board reviewed a request for an advisory from Frank Murphy. The Board concluded that it does not have enough information to issue an advisory. The request is tabled for the November meeting.

**3:58 p.m. Adjournment**

Mr. Phaneuf moved to adjourn the meeting. Mr. Stefan seconded. **Motion passed unanimously.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Shara Benedetti', with a long horizontal flourish extending to the right.

Shara Benedetti  
Associate Executive Director

### **List of Documents used at the meeting:**

Agenda for meeting held on October 11<sup>th</sup>, 2016

Minutes from meeting held on September 20<sup>th</sup>, 2016

Written comments submitted to the Board for the public hearing on proposed changes to 239 CMR 2.00 – 5.00

### **Applications**

#### **Type 6**

- Kallandra Kapala

### **Apprentices**

- Michael Alario
- Chet Brown
- Darlene Glidden
- Nicholas DiMartino
- Laura Hewey
- Zachary Zimerman
- Andrew Venios

### **Funeral Assistants (1<sup>st</sup> time)**

- Paul Fox
- Derek Laganelli
- Jefferey Vallee

### **Funeral Assistants (Transition from Apprentice)**

- William Bergstrom
- Kevin Slozak

### **Apprenticeship Extension Request**

- Brian Campbell

### **Establishment Certificate Application**

- Lamoureux-Fletcher Funeral Home

### **Wall Certificates:**

- Sawyer-Miller-Masciarelli Funeral Homes, Inc.
- Smith-Mallahy-Masciarelli Funeral Home, Inc.